

PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI

Present:- Sri. Suresh Kumar Paul, District Judge

Sub:- Establishment- **Appointment, Transfer and Posting of Typists**- Order Issued.

Read:- 1. Advice letter No. MR I (1) 868/15-1 dated 18-03-2019 from the District Officer, Kerala Public Service Commission, Malappuram.

2. Application dated 07-01-19 from Sri. Ravi.M.K, U.D Typist, Munsiff-Magistrate's Court, Ponnani

ORDER No.A1-15/2019

MANJERI, DATED: 26-04-2019

1. **Smt. Deepa.K.M**, U.D Typist, Addl. District & Sessions Court-III, Manjeri is transferred and posted as such in the District Court, Manjeri **Vice Sl.No. 3**

2. **Sri. Ravi.M.K**, U.D Typist, Munsiff-Magistrate's Court, Ponnani is transferred and posted as such in the Munsiff's Court, Tirur in the existing vacancy.

3. **Sri. Pradeep Kumar.P**, U.D Typist, District Court, Manjeri is transferred and posted as such in the Addl. District & Sessions Court-III, Manjeri **Vice Sl.No.1**

The Sl.No.2 is not entitled to joining time and T.A

4. The undermentioned candidate advised by the Kerala Public Service Commission District Office, Malappuram for appointment as Lower Division Typist in this Civil Judicial Department as per the letter read 1st above is temporarily appointed as Lower Division Typist Under Rule 9 (a)(i) of the Kerala State and Subordinate Service Rules,1958 in the Scale of Pay of ₹ 9940-16580 (Pre-revised) and posted as such in the **Munsiff- Magistrate's Court, Ponnani** Vice **Sri. Ravi.M.K** transferred.

Sl. No.	Name and address of the candidate	Name of father/guardian	Date of Birth	Qualification and experience	Turn in which advised
1	SAPNA J R SOU MYA PERUKAVU (PO) THIRUVANANTHAPURAM - 695573	JANARDHANAN NAIR B	22/11/91	1) S.S.L.C 2) Plus Two 3) KGTE Typewriting English(Lower) 4) KGTE Typewriting- Malayalam (Lower) 5) KGTE Computer Word Processing(Lower)	OC TURN

5. The above candidate advised by the Kerala Public Service Commission is informed that her appointment is subject to Rule 3(C) of the General Rules of Kerala State and Subordinate Service Rules, 1958. She is further informed that her appointment is purely temporary and she will be terminated without notice, if the requirements of the rules are not satisfied. She should join duty within two weeks on receipt of this order before the Court, in which she is posted on production of the following documents.

i) Certificate in original showing the Date of Birth, Qualification etc.

ii) Non Creamy-layer Certificate.

iii) Medical certificate of physical fitness in the prescribed form obtained from a Medical Officer not below the rank of a Civil Surgeon with photo and Left Thumb impression of the candidate. The photo and Left Thump Impression should be attested by the Medical Officer who issued the certificate.

(iv) Certificate (in two numbers) showing the conduct and character in Form No.2 (enclosed herewith) issued by competent officers.

(v) Application for allotment of Permanent Retirement Account Number (PRAN)

(vi) AADHAR Card (UID Card) with copy of the same. In case she has not been issued the AADHAR so far, production of Voters ID Card/ PAN Card is compulsory.

(vii) One Time Verification Certificate(Original).

6. The Munsiff-Magistrate, Ponnani is directed that, if the candidate fails to produce original One Time Verification Certificate, she shall not be admitted to duty under any circumstances.
7. The Presiding Officer of the Court is authorized to verify the photograph and signature of the appointee with the original/scanned copy of identification certificate and record the fact in the original/scanned copy of identification certificate and requested to verify the bio-data of the candidate and furnish the following reports to this office.

(i) Report regarding the verification of photograph and signature of the appointee with that in the original/scanned copy of identification certificate and recording the fact in the original/scanned copy of identification certificates. If there are any discrepancies, the candidate should not be allowed to join duty and the fact should be reported to this office forthwith.

(ii) Report regarding the date of birth, qualification and community of the Candidate after satisfying themselves of the correctness of the particulars with the originals.

(iii) Report regarding the Medical Certificate of physical fitness and conduct certificate in the prescribed form and whether it should satisfy the condition mentioned in the above.

(iv) Report regarding the Administration of Oath of Allegiance to the Indian Union and Constitution of India to the appointee.

8. The Presiding Officer of the Court is requested to return the original/ scanned copy of identification certificate (enclosed herewith) to this office after verification with the candidate's copy.

9. The proforma/SPARK Form No. 1/Annexure I duly filled up by the candidate should be sent to this office immediately after she is allowed to join duty.

10. The Presiding Officer of the Court shall forward attested copies of the relevant pages of Service Book and AADHAR Card/ID Card/PAN Card of the incumbent and original One Time Verification Certificate to this court for obtaining verification certificate from the Kerala Public Service Commission, within fifteen days from the date of joining of the incumbent.

11. The appointee is informed that the corrections of her date of birth, if any needed, shall be made within 5 years of her entry in service as provided in G.O.(P) No.45/91/P & ARD dated 30-12-1991.

12. The Presiding Officer of the Court is directed to take steps to enroll her to the National Pension Scheme.

13. The Presiding Officer of the Court is directed to take steps for entering the details of movable and immovable property owned by the employee in the Service Book as per the directions in the Government Order (P). No. 171/2016/Fin dated 15-11-2016.

The Presiding Officers are directed to down load copy of the proceedings from the district court website <https://districts.ecourts.gov.in/india/kerala/malappuram> and take necessary action.

Sd/-
District Judge

Copy to:-

1. The Addl. District & Sessions Judge-III, Manjeri
2. The Munsiff, Tirur
3. The Munsiff-Magistrate, Ponnani
(With OTR of Smt. Sapna J R)
4. The appointee (By Regd. Post with A/D)
5. The incumbents (Through their presiding officers concerned)
6. The website <https://districts.ecourts.gov.in/india/kerala/malappuram>
7. The Sec. B, B4 & B5 Seats, District Court, Manjeri
8. The Proceedings file

✓ 9. The file.

//True copy/Forwarded/By order//


Sheristadar